

**From:** [R6HarveyLSC](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Jim Gold Region 6: Mobilization Package\_R6H1HarveyResponse  
**Date:** Friday, September 15, 2017 6:55:15 PM  
**Attachments:** [Hurricane Harvey Mobilization Plan 090517-2.docx](#)

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**From:** R6HarveyLSC  
**Sent:** Friday, September 15, 2017 6:55:13 PM (UTC-06:00) Central Time (US & Canada)  
**To:** Gold, Jim  
**Cc:** Carter, Timber; Christian, Doretha; R6HarveyLSC; Adams, Mikeal  
**Subject:** Jim Gold Region 6: Mobilization Package\_R6H1HarveyResponse

On August 25<sup>th</sup>, 2017 FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Houston, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on **9/18/2017** at 8:00am. The anticipated work schedule is a 12-hour work day Sunday thru Saturday. This deployment is slated for a minimum of 14-day period, not including travel time. If you are unable to check-in during this time frame, you must contact Region 6 at [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov). If you have questions about the deployment, please contact the Logistics Section Chief (LSC) at [R6HarveyLSC@epa.gov](mailto:R6HarveyLSC@epa.gov).

**Position/assignment and Asset Tracker Number:** Landfill Observer, AT#38038

**Command Post:** Bravo HOU – Ellington Field JRB, 13411 Hillard St., USCG Sector, 2nd Floor, Houston, TX 77034

**Travel Day:** 9/17/2017

**First Work Day:** 9/18/2017

**Last Work Day:** 10/3/2017 (date adjusted to accommodate mid-week overlap)

**Travel Day:** 10/4/2017

**POC at Command Post:** Warren Zehner

**Lodging:** Coordinate with Doretha Christian for lodging (214-665-9703).

**Mode of Transportation:** Use respective regional plan. Region 6 personnel will coordinate with Timber Carter (214-665-2284) for air travel/rental car as necessary.

Bring ID clothing with you.

## **IMPORTANT ACTION ITEMS (NO EXCEPTIONS):**

1. Prepare TA per your regional process.

- Include your Asset Tracker number in TA comments. Apply below accounting code and route through regional process for authorization and approval.
- Region 6 employees' TAs will be created by Timber Carter and funded by the REOC.

1. Ensure work schedule in People Plus is recorded as regular 8-hour day.

1. Overtime forms.

- Outside R6 – Complete overtime request form, include your Asset Tracker number and obtain Regional Manager approval. Upon returning to your region from response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)
- R6 Employees – Overtime form will be prepared for you by Timber Carter. Approved copy will be emailed to you. Upon returning from the response, complete approved overtime form and PDF copy to [R6HarveyfSC@epa.gov](mailto:R6HarveyfSC@epa.gov)

1. UPON ARRIVAL TO HOTEL/COMMAND POST, CALL LOGISTICS AT 214-665-9704

### **TA Accounting Code:**

DCN: HHR

Budget FY: 2016/17

Fund: BR

Org Code: 06LOX13

PRC: 303DC6

Site: H001

See attached mobilization guidance document for detailed information.